CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Park Specialist – Urban Parks**	**UNION: 1937**
		SG:112
CLASS TITLE:	**Park Specialist – Grounds**	**CS:E/P**
		FLSA:Y
DEPARTMENT:	**Parks and Recreation**	**EEO4/SOCCODE:SC/37-3011**
	Operations Division	

JOB SUMMARY:

Plans, schedules, establishes performance standards, monitors and implements all work activities in the Urban Parks program. This includes maintaining inventories in developed parks of all ornamental horticulture including turf/irrigation, shrubs, trees, ground covers, annuals and perennials and their needs. Provides technical direction and training to staff, provides input on budgetary requirements, recommends new construction and renovation, and develops and implements an integrated pest management program for area of responsibility. Also responsible for the selection, care, operation and replacement of all equipment for the program area. Oversees all staff assigned to program area and provides input on performance evaluations. Participates in hiring seasonal employees, subject to supervisor approval. Tracks and orders materials, equipment and supplies for program area, including price and product evaluation as well as bid packet creation and evaluation.

SUPERVISORY RELATIONSHIP:

Reports to Parks Field Supervisor-Grounds. Work is performed under general supervision and the guidance of City and Departmental policy and procedure and applicable federal, state and local statutes and regulations. Serves as lead worker to Park Technicians, Park Workers, and seasonal employees as well as volunteers and any other available resources. Coordinates activities with other Park Specialists.

ESSENTIAL FUNCTIONS:

1. Develops and implements work programs, and schedules for all aspects of Urban Parks program including but not limited to mowing, trimming, mulching, weeding, turf cultural work, wetland mitigation, irrigation repair and maintenance, and pruning shrubs and trees.

2. Serves as lead worker to lower classified staff in the Urban Parks program area; provides training, technical guidance and day-to-day direction. Participates in hiring of all seasonal staff, subject to supervisor approval. Makes recommendations regarding hiring of permanent staff and disciplinary action of all employees in Urban Parks program area. Provides information regarding employee performance to supervisor.

3. Inspects, documents, and updates all horticulture and irrigation inventories and grounds maintenance requirements.

4. Oversees all equipment within the Urban Parks program area including maintenance coordination, inventory and repair history, and replacement.

5. Designs, plans, and develops scope of work, materials, time and cost projections and implements renovation and construction projects for the Urban Parks program.

6. Acts as technical resource for expertise in the Urban Parks program. Provides technical information to assist Parks Department, other agencies and community interests to aid in decision about best management practices and specification for work within the horticulture and irrigation areas.

7. Assists in the development of Urban Parks program area budget including maintenance and project costing and tracking, costing and purchase of equipment, and materials and supplies including bid package formation, submittal and review.

8. Oversees all irrigation controllers including the operation of a computerized central irrigation control system.

9. Responds to citizen concerns. Investigates Urban Parks program area complaints and concerns.

10. Plans and implements an integrated pest management program using a system of guidelines for best management practices.

11. Performs the work of the class below as needed or assigned.

ADDITIONAL WORK PERFORMED:

1. Performs other related duties within the scope of this classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- A working knowledge of turf science including grasses and soils including characteristics, and maintenance requirements.
- A working knowledge of integrated pest management concepts and strategies for best management practices.
- A working knowledge of horticultural science, including tree/shrub, ornamentals, annuals, perennials, and maintenance requirements.
- A working knowledge of arboriculture and urban tree issues.
- A working knowledge of managed and natural ecosystems.
- A working knowledge of wetland mitigation methods
- A working knowledge of irrigation and drainage systems: repair, design, installation and operation.
- Knowledge of resource management systems.
- Knowledge of computer operation including word processing, and data handling programs.

Skills in:
- Knowledge and skill in the operation of a wide range of tractors and other specialized equipment used in this type of work.
- Skill in planning and assigning the work activity of assigned crews involved in Urban Parks program activities.
- Leadership skills including, problem solving, strong interpersonal skills, organizational skills, adaptability/flexibility and time management.
- Excellent oral and written communications skills, good judgement, assertiveness, courtesy and tact necessary to work effectively with diverse groups of people including the general public, other City employees and personnel from local agencies.

Ability to:

- Ability to read, understand and work from plans and drawings.
- Willingness to pursue ongoing training to improve knowledge and skills and keep current within the field.
- Ability to approach, diffuse and resolve confrontational situations.
- Ability and willingness to follow directions and to perform assigned work independently with minimal supervision.
- Willingness to adhere to provisions of the team agreements for the Parks Operations Division.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job, including:
  - Occasionally operate a computer and other office machinery such as a keyboard, mouse and phone;
  - Frequently communicate accurate information and ideas with others;
  - Frequently operate hand tools and power equipment safely;
  - Frequently move throughout City facilities and worksite locations;
  - Hear and see sufficiently to respond quickly in a noisy, fast-paced environment while meeting mandated safety standards;
  - Stand, stoop, bend, dig, reach, kneel, squat, ascend and descend terrain and equipment;
  - Frequently operate mechanical and electrical equipment of varying lengths and width, including small hand tools;
  - Frequently lift and move objects weighing up to 50 lbs., and occasionally transport objects weighing up to 100 lbs.

WORKING ENVIRONMENT:

Work is performed primarily outdoors in developed and undeveloped areas with frequent exposure to outdoor weather conditions. Work is occasionally performed in an office setting at a desk or computer workstation. Frequent exposure to difficult terrain and loud noises. Some hazardous conditions exist when handling and applying herbicides or pesticides. Moderate risk is involved while working with mechanical tools and equipment and site conditions.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Three years recent work experience in turf, irrigation, and horticultural maintenance of a large facility required.
- One year of vocational school or related coursework in horticulture/grounds/turf care may substitute for one year of required experience.
- Knowledge of all facets of outdoor horticulture grounds care for the local ecology.
- One year lead worker experience preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check and child and vulnerable adult abuse records check.

- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted prior to hire.
- Ability to secure and maintain a Washington State Pesticide License within 12 months of hire.
- Ability to secure and maintain a valid First Aid and CPR certification within six months of hire.
- Ability to secure and maintain Certified Landscape Irrigation Auditors credential (CLIA) within 12 months of hire.

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11/84

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